

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit



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**Vacancy Announcement Number: USCA-2005-08**

**Position Title: RECORDS CLERK (Part-time Temporary)**

**Salary Range: \$11.00 - \$17.89 per hour depending on qualifications.**

**Position Location: WASHINGTON, D.C.**

**Opening Date: September 28, 2005**

**Closing Date: OPEN UNTIL FILLED**

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**POSITION SUMMARY:** This is a part-time temporary position. The Office of the Circuit Executive, U.S. Court of Appeals for the D.C. Circuit, is seeking a qualified, reliable individual to serve as Records Clerk. This is an excellent opportunity to gain experience in a court environment.

**RESPONSIBILITIES:** The Records Clerk assists in the management of federal court records and provides general clerical and administrative assistance.

**QUALIFICATIONS:** The applicant must be well-organized and able to learn quickly. To qualify for the position, an applicant must be a high school graduate or equivalent. Applicant must be able to do lifting of boxes packed with records.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and sealed cases, the Records Clerk is subject to strict confidentiality requirements. ***Selectees are subject to a background records check.***

<p>The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.</p>
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Send letter of application and resume to:

*U.S. Court of Appeals for the D.C. Circuit  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W., Room 5434  
Washington, D.C. 20001-2866  
Attn: Joan Fegan, Deputy Circuit Executive  
Announcement # USCA-2005-08*